Release 2.0 Questions Asked

The Release 2.0 Questions Asked are questions that were asked by OTCnet agencies during the OTCnet Release 2.0 Information Session, on February 4, 2015. This document is designed to provide OTCnet users additional information and clarification regarding Release 2.0.

Classification Key (C-Key)

What is the definition of the term *Accounting Codes*?

Accounting Codes are the codes that your agency can choose to classify transactions. They can be internal Accounting Codes that your agency developed for your internal accounting system or a Classification Key (C-Key) from Treasury. OTCnet provides the capability to allow agencies to classify check transactions with a C-Key at the point of check capture.

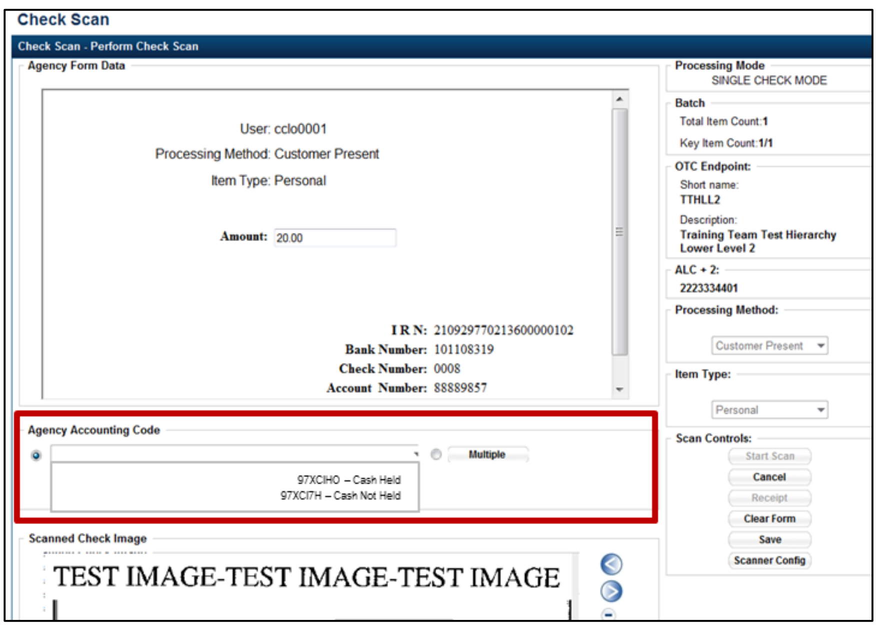
Who can import C-Keys into OTCnet?

The Accounting Specialist has the ability to import C-Keys into OTCnet. For detailed instructions, please click or copy and paste the following link into your web-browser:

http://www.fms.treas.gov/otcnet/training/wbt/content/lsn534HTML2004/M/sims/pja_import_ac.pdf

Can users type in or add Agency Accounting Codes on the account classification screen? Must all Accounting Codes be in the drop-down list for selection?

Users cannot type in Agency Accounting Codes while classifying a batch or check item. All Agency Accounting Codes must be setup and configured by the Accounting Specialists for the Agency Accounting Codes to be available in a drop-down menu, as shown in the image below:



Can Agency Accounting Codes be entered and automatically populated so that users do not need to select it?

By default, the Agency Accounting Code drop-down field displays a blank value. However, the same accounting code is displayed after it is selected for the first time. The selected accounting code is "sticky" (remains the same) between transactions, between batches within the same check scanning session and prior to the next user login. This feature only applies to Check Capture and does not apply to Deposit Processing.

If our agency only has one agency Accounting Code, will we have to choose the code for each check?

Your agency will need to select an accounting code the first time you scan a check at a particular terminal. During your first check scan, the Agency Accounting Code drop-down field displays a blank value by default. However, the same accounting code is displayed after it is selected for the first time. Therefore, you will not have to choose the code for each check you scan in check capture, after your first check scan.

Multiple C-Key

What is the difference between Classifying at the item-level and Classifying at the batch-level?

Item-level classification allows a user to select one or more C-Keys or Agency Accounting Codes to classify an individual check item prior to saving the scanned check item. Batch-level classification allows users to select one or more C-Keys or Accounting Codes to classify a batch prior to approving the batch.

Must an agency use the Multiple C-Key feature or can an agency continue to classify an item or batch with one Accounting Code?

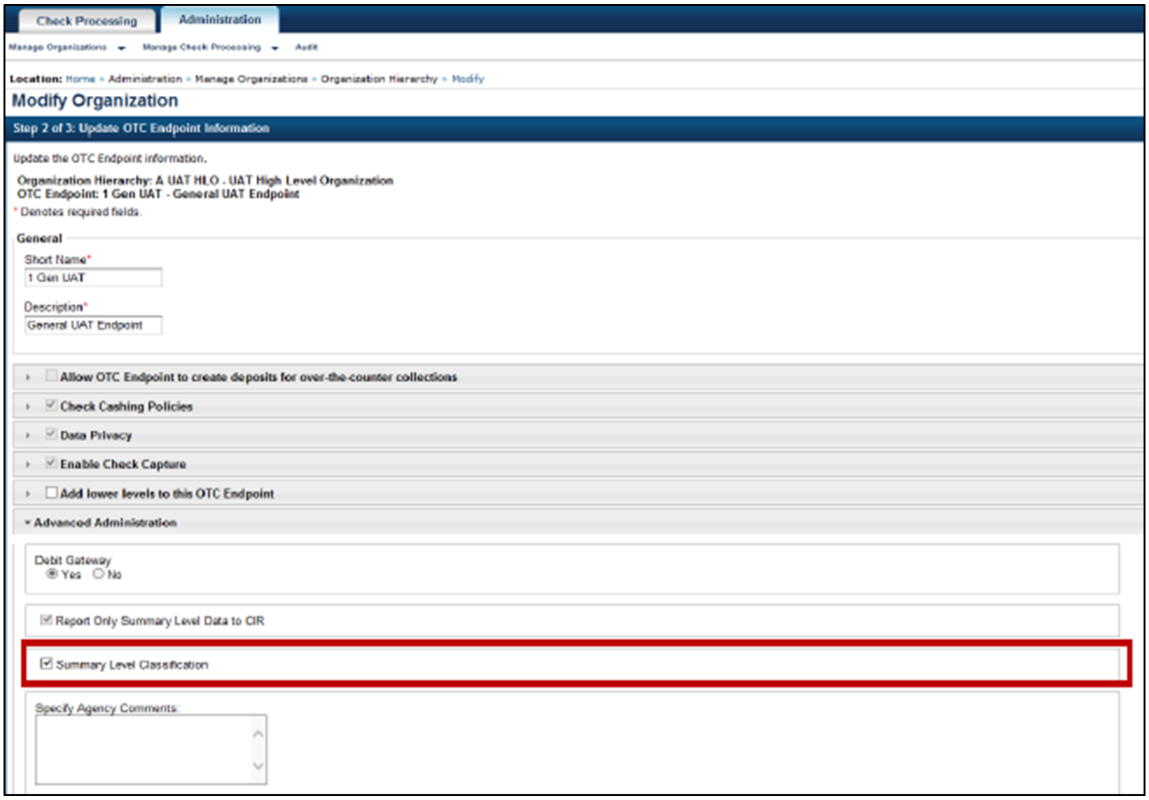
It depends on your business process and needs. Your agency now has the option to select one or more accounting code for any of your transactions.

Does a user have to reclassify an item or batch after voiding or editing a check when using the Multiple C-Key feature?

If the user has applied multiple Accounting Codes and a check item is voided or edited prior to approval, the item or batch will need to be re-classified.

Can an agency switch from batch-level to item-level classification? If so, how can the setting be adjusted?

Agencies will have the ability to switch between batch-level and item-level classification after the batch is approved. This setting can be configured within the manage organization module with a flag called *Summary Level Classification* by the Check Capture Supervisor (CCS) and Check Capture Lead Operator (CCLO), as shown in the image below:



In the future, will there be additional enhancements to the multiple C-Key feature?

At this time, BFS does not plan to incorporate any enhancements to the multiple C-Key feature.

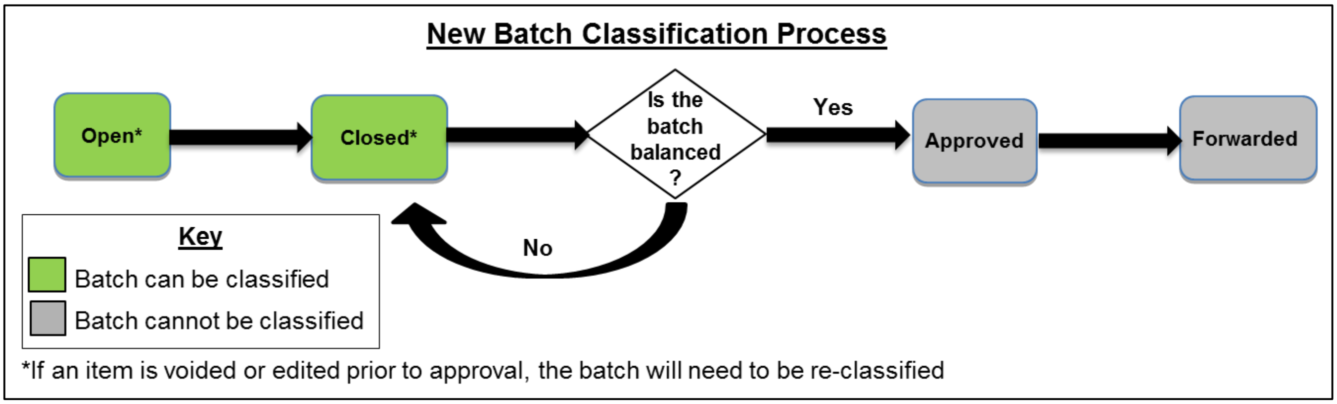
<u>Summary Level</u>

Will the CCO/CCLO be able to classify at the Batch-level?

Yes, the CCS, CCLO, and CCO will be able to classify at the batch-level.

When can a batch be approved in Release 2.0?

In OTCnet Release 2.0, if any user with Approver permission closes a batch that is “balanced,” the batch will be approved. If the batch is not “balanced,” it will remain in Closed status. For a detailed illustration of this approval process, please reference the chart below:



Configuration

How will enhancements made in OTCnet Release 2.0 affect turnaround times for adjustment requests?

There are no changes in turnaround time for adjustment requests in OTCnet Release 2.0. As a part of the Straight Through Processing (STP) initiative, OTCnet will begin to process Adjustments, Corrections, and Rescissions (ACR) transactions from Debit Gateway. This enhancement will allow agencies to view and search for ACR information within the CIRA Query and OTCnet Reports.

Are there any software or firewall compatibility changes in Release 2.0?

There are no software or firewall compatibility changes in Release 2.0.

Will users need to fill out a User Request Form to access the new features and enhancements made available in Release 2.0?

Features will automatically be available to users after the Release 2.0 deployment on March 28, 2015. OTCnet Offline users will need to either upgrade or install OTCnet Offline Release 2.0 after March 28, 2015. For detailed instructions on how to complete this, please access the OTCnet Training Resources by clicking or by copying and pasting the following link: http://www.fms.treas.gov/otcnet/training/wbt/content/course_FMSOTC/menu_all_sims.htm

Reporting and Hardware Questions

Will a user be able to scan a foreign check?

OTCnet Release 2.0 will not introduce the ability to scan foreign checks in Check Processing. However, agencies do currently have the ability to process foreign checks by using Deposit Processing. If your agency is interested in becoming a Deposit Reporter, contact the OTCnet Deployment Team at 703-377-5586.

Will the enhancements in OTCnet Release 2.0 affect scanning speed? Will OTCnet users experience a slowness in the system?

Performance is a top priority for the OTCnet Team. There should be no impact to scanning speeds or system performance in OTCnet Release 2.0. However, if your agency encounters performance issues, reach out to the Customer Service Team at (866) 945-7920 or via email at FMS.OTCChannel@citi.com.

How will OTCnet Release 2.0 affect agencies that only process reports and do not perform check capture?

OTCnet Release 2.0 has introduced several enhancements in OTCnet Reports because of the Multiple C-Key feature and Straight Through Processing (STP) initiative. These enhancements include:

- Users will be able to determine whether an item has been classified with one Agency Accounting Code, multiple Accounting Codes, or if an item is part of a batch classified at the Summary level, within the Batch List and Item Detail Reports
- Agency Accounting Codes, Description, and Classification Amount are now included in the same column, within the CIRA CSV and CIRA CSV Historical Reports. If an item is part of a batch classified at the Summary Level, this column field will be blank
- A new ACR Activity Report displays detailed information about check capture transactions that are categorized as ACR transactions. Agency Managers, Check Capture Administrators, Report Viewers, MVD Viewers, and MVD Editors can access the report. This report will display ACR transactions processed with 215 Deposit tickets and 5515 Debit vouchers

Release 2.0 Information Session Materials

When will this Information Session presentation be available on the OTCnet website?

The PowerPoint Presentation, Release 2.0 Fact Sheet, and CIRA CSV documents are posted online and can be accessed by clicking or copying and pasting the following link into your web browser: https://www.fms.treas.gov/otcnet/releaseinfo.html

Where I can access Release 2.0 training materials?

Agencies can access the Release 2.0 Web- Based Training, User Guides, and On-the-Job Resources and Simulations on the OTCnet Website. These resources can be accessed by either clicking or by copying and pasting the following link: http://www.fms.treas.gov/otcnet/training.html.